

From: [R6HarveyLSC](#)
To: [R6HarveyInfo](#)
Subject: FW: Alexa Olson Region 6: Mobilization Package_R61HarveyResponse UPDATED
Date: Wednesday, September 13, 2017 3:13:22 PM
Attachments: [Mobilization Email Harvey 090517-2.docx](#)

From: R6HarveyLSC
Sent: Wednesday, September 13, 2017 3:13:20 PM (UTC-06:00) Central Time (US & Canada)
To: Olson, Alexandra
Cc: Carter, Timber; Christian, Doretha; R6HarveyLSC
Subject: Alexa Olson Region 6: Mobilization Package_R61HarveyResponse UPDATED

This mobilization package supersedes any previous mobilization packages- it contains correct job title, AT#, and travel dates.

On August 25th, 2017 FEMA activated EPA under its Emergency Support Function (ESF 10). You have been selected to mobilize to Houston, Texas and assist in this mission. Your selection has been based on your willingness to deploy and arrive on **9/13/2017**. The anticipated work schedule is a 12-hour work day Sunday thru Saturday. This deployment is slated for a minimum of 14-day period, not including travel time. If you are unable to check-in during this time frame, you must contact Region 6 at R6HarveyLSC@epa.gov. If you have questions about the deployment, please contact the Logistics Section Chief (LSC) at R6HarveyLSC@epa.gov.

Position/assignment and Asset Tracker Number: Deputy Information Officer, 37702

Command Post: Bravo HOU – Ellington Field JRB, 11210 Blume Ave, Houston, TX 77034

First Work Day: 9/14/2017

Demob Date: 9/28/2017

POC at Command Post: Warren Zehner

Lodging: Club Quarters, 720 Fannin Street, Houston, TX 77002

Mode of Transportation: Book your own commercial air and rental car.

Bring ID clothing with you.

IMPORTANT ACTION ITEMS (NO EXCEPTIONS):

Prepare TA per your regional process; for Region 6, please contact Timber Carter at 214-665-2284. Include your Asset Tracker number in TA comments. Apply below accounting code and route through regional process for authorization and approval. Region 6 employees TA

will be created by the REOC.

Ensure work schedule in People Plus is recorded as regular 8 hour day.

Overtime forms.

- ❖ Outside R6 – Complete overtime request form, include your Asset Tracker number and obtain Regional Manager approval. Upon returning to your region from response, complete approved overtime form and PDF copy to R6HarveyfSC@epa.gov
- ❖ R6 Employees – Overtime form will be prepared for you by REOC. Approved copy will be emailed to you. Upon returning from the response, complete approved overtime form and PDF copy to R6HarveyfSC@epa.gov

UPON ARRIVAL TO HOTEL/COMMAND POST, CALL LOGISTICS AT 214-665-9704

TA Accounting Code:

DCN: HHR

Budget FY: 2016/17

Fund: BR

Org Code: 06L0X13

PRC: 303DC6

Site: H001

See attached mobilization guidance document for detailed information.

v/r

Adam Weece

Hurricane Harvey Response

Deputy Logistics Supply Chief

214-665-9702